

BUDGET, FINANCE & INVESTMENT COMMITTEE

June 19, 2012

5:30 P.M.

Courthouse

MINUTES:

Members Present:

Comm. Charlie Baum
Comm. Joe Frank Jernigan
Comm. Will Jordan
Comm. Robert Peay, Jr.
Comm. Steve Sandlin
Comm. Doug Shafer
Comm. Joyce Ealy, Chrm.

Others Present:

Ernest Burgess
Laura Bohling
Heather Dawbarn
Lisa Nolen
Sonya Stephenson
Don Odom
Jeff Sandvig

Others Present:

Elaine Short

Chairman Ealy presided and called the meeting to order with all members being present.

APPROVE MINUTES:

The minutes of the June 7, 2012 Budget and Finance Committee meeting were presented for approval.

Comm. Sandlin moved, seconded by Comm. Jordan to approve the minutes as presented.

The motion passed unanimously by acclamation.

REVIEW PUBLIC HEARING:

Chairman Ealy advised that there were no public comments made at the public hearing that was held on June 18, 2012.

2012-13 BUDGET REVIEW

SPECIAL PURPOSE (DEA) FUND:

The Finance Director distributed an Expenditure Report as of June 19 for Fund 121, Special Purpose Fund. Mrs. Nolen reminded the committee that it was previously explained that the 2012-13 budget for Fund 121 would become the remaining balance at the end of June 2012. The expenditure report reflected a remaining balance of \$85,114. Mrs. Nolen recommended that this become the 2012-13 budget for Fund 121 allocated to the specific line items as reflected by the remaining balances.

Comm. Jordan moved, seconded by Comm. Sandlin to approve the 2012-13 budget for Fund 121, Special Purpose Fund, totaling \$85,114 to be allocated as reflected on the Expenditure Report dated June 19, 2012.

The motion passed unanimously by acclamation.

ELECTION COMMISSION:

The Finance Director presented a revised 2012-13 Election Commission budget totaling \$806,623. She reminded the committee that since the revenue and expenditure for the voting machine grant was recognized in the 2011-12 budget, the total amount of \$141,476 could be removed from the 2012-13 revenue and expenditures.

Comm. Jernigan moved, seconded by Comm. Peay to approve the 2012-13 Election Commission budget as revised totaling \$806,623.

The motion passed unanimously by acclamation.

COUNTY ATTORNEY:

The Finance Director presented a revised 2012-13 County Attorney budget reflecting Comm. Baum's proposal and action taken by the County Commission. The budget reflected a reduction of \$79,560 with the total of \$259,000 being recommended for the County Attorney budget.

Comm. Shafer moved, seconded by Comm. Jernigan to approve the 2012-13 County Attorney budget as revised totaling \$259,000.

The motion passed by roll call vote with Commissioners Baum, Jernigan, Jordan, Shafer, and Ealy voting "yes"; and Commissioners Peay and Sandlin voting "no".

PROPERTY ASSESSOR:

The Finance Director advised that there would be several revisions to the budgets due to the re-evaluation of the pay plan. After the County Mayor made his recommendation on the 2012-13 budget, the Department Heads were given a copy of the recommendation. The Human Resource Director has continued working with the departments to finalize the salaries to ensure that employees were assigned the proper pay grade and step. The 2012-13 Property Assessor budget was revised due to a correction regarding the payroll evaluations with a total increase of \$4,970. The revised total was \$1,882,424.

Comm. Jernigan moved, seconded by Comm. Sandlin to approve the 2012-13 Property Assessor budget as revised totaling \$1,882,424.

The motion passed unanimously by acclamation.

COUNTY BUILDINGS:

The Finance Director presented a revised 2012-13 budget for the County Buildings Department totaling \$1,861,403. Account 101-51800-309, Contracts with Government Agencies, was increased by \$12,000 to provide sufficient funding to pay the City of Murfreesboro for the maintenance on the civic plaza, garage, and for landscaping. There was also a small change to Account 101-51800-167, Maintenance Personnel. The total increase to the budget was \$12,260.

Comm. Jernigan moved, seconded by Comm. Jordan to approve the 2012-13 County Buildings budget as revised totaling \$1,861,403.

The motion passed unanimously by acclamation.

SHERIFF'S DEPARTMENT:

The Finance Director presented a revised 2012-13 Sheriff's Department budget totaling \$19,058,066. The change to the Sheriff's Department budget was due to revisions as a result of the pay plan, which increased the budget by \$8,770.

Comm. Sandlin moved, seconded by Comm. Jernigan to approve the 2012-13 Sheriff's Department budget as revised totaling \$19,058,066.

The motion passed unanimously by acclamation.

JAIL:

The Finance Director advised of a small change to the 2012-13 Jail budget decreasing Account 101-54210-160, Guards, by \$540 and increasing Account 101-54210-167, Maintenance Personnel, by \$540. The total recommended for the Jail remained the same at \$14,231,473.

No action was taken as the total Jail budget remained the same.

CORRECTIONAL WORK CENTER:

The Finance Director presented a revised 2012-13 Correctional Work Center budget totaling \$3,515,375. The revisions to the budget reflected a net increase of \$2,780.

Comm. Jordan moved, seconded by Comm. Sandlin to approve the 2012-13 Correctional Work Center budget totaling \$3,515,375 as revised.

The motion passed unanimously by acclamation.

EMERGENCY MANAGEMENT:

The Finance Director presented a revised 2012-13 Emergency Management budget totaling \$577,218. The revision was the result of reducing the amount being carried forward for the Homeland Security Grants by \$80,682. More expenses were made during the current fiscal year resulting in less being carried forward to 2012-13. There will also be an offsetting reduction in revenue, as well.

Comm. Sandlin moved, seconded by Comm. Shafer to approve the 2012-13 Emergency Management budget totaling \$577,218.

The motion passed unanimously by acclamation.

FIRE AND RESCUE:

The Finance Director presented a revised 2012-13 Fire and Rescue budget totaling \$795,379. The revisions were the result of including carry-over funds of \$47,995 for the SAFER Grant and \$4,740 for the Assistance to Firefighters Grant. The budget will also include offsetting revenue for the grant proceeds.

Comm. Jernigan moved, seconded by Comm. Peay to approve the 2012-13 Fire and Rescue budget as revised totaling \$771,448.

The motion passed unanimously by acclamation.

PLANNING DEPARTMENT:

The Finance Director presented a revised 2012-13 Planning Department budget totaling \$752,506. The revisions were the result of changes due to the pay plan, increasing the budget by \$950.

Comm. Sandlin move, seconded by Comm. Jordan to approve the 2012-13 Planning Department budget as revised totaling \$752,506.

The motion passed unanimously by acclamation.

DOMESTIC VIOLENCE:

The Finance Director presented a revised 2012-13 Domestic Violence Department budget totaling \$161,870. Account 101-53930-320, Dues and Memberships, was increased by \$75.

Comm. Sandlin moved, seconded by Comm. Shafer to approve the 2012-13 Domestic Violence budget as requested totaling \$161,870.

The motion passed unanimously by acclamation.

NEW POSITION FOR COUNTY MAYOR'S DEPARTMENT:

The Finance Director advised that as a result of the discussion at the County Commission meeting on June 14, she was pleased to hear that the commissioners realized that there should be and needed to be an additional position in the County Mayor's office. She stated that she had also heard comments about another position in the mayor's office in previous years. She stated that the idea was not new, but it had not ever been discussed on the commission floor. She advised that she was recommending that the committee add funding to the 2012-13 County Mayor's budget for a new position for nine months realizing that there would need to be a lot of discussion with the Steering Committee, the Human Resource Director, and the County Mayor to determine the details of the position. She explained that she believed that one step the Budget Committee could take would be to put some funding in the budget for a new position. She recommended a salary of \$60,000 plus benefits for a total increase of \$78,600. The revised 2012-13 County Mayor's budget totaled \$519,586.

Comm. Jernigan moved, seconded by Comm. Jordan to include funding of \$78,600 to the 2012-13 County Mayor's budget to provide funding for a new position to assist the County Mayor resulting in a total budget of \$519,586 and to forward the recommendation to the Steering Committee to work with the Human Resource Director and the County Mayor to develop the details of the position.

Comm. Sandlin asked what the process for filling the new position would be and the amount of the total salary.

The Finance Director advised that she calculated 66% of the mayor's salary to arrive at the salary of \$60,000 for the position for nine months. She stated that she would recommend that between now and the August Steering Committee meeting that the mayor and the Human Resource Director develop a job description and the details of the position to present to the Steering Committee. Mrs. Nolen stated that every department in county government had a strong second person that supported the department head except for the County Mayor. Mrs. Nolen advised that if she was asked to speak at an event for the County Mayor, she was seen as speaking as the Finance Director and not for the County Mayor. If the Human Resource Director was asked to speak at an event, she was viewed as speaking from a human resource perspective and not for the County Mayor.

Comm. Sandlin stated that he was definitely in favor of the position. He stated that he did not know what the salary should be, but the job description definitely had to be developed to assist the mayor and to provide relief for the mayor. He stated that the position had been needed for some time. He stated that while it was mentioned at the public hearing that the County Mayor did not make a recommendation on 72% of the total budget, he was involved 100% in the budget process. He stated that it was a tough job. He stated that hopefully the other commissioners could also be supportive of the position.

Comm. Jordan stated that he viewed the new position as a professional position and not a political position. He stated that by including the funding in the budget, it would give the county the option to fill the position. He stated that if the position did not pass through the commission or through the Steering Committee, it would not happen, and the money would go back into the fund balance. He stated that if the Budget Committee did not include the funding in the budget, the option would not be available until the next budget cycle. He stated that he supported the recommendation.

Comm. Shafer stated that he agreed with the comments made. He stated that when the Human Resource Director presented the information to the Steering Committee in August, he would like for a timeline to be included as to when a decision would be made. He also stated that he wanted the individual to be a working assistant or deputy to the mayor.

Chairman Ealy stated that there would be a lot of details to be worked out for the position and some research would need to be done. She stated that the Human Resource Department was very capable of developing the information to be presented to the Steering Committee in August.

She stated that she believed it would be important that if commissioners had any ideas about the position that they be presented to the Human Resource Director and that commissioners be actively involved in the process.

Comm. Sandlin stated that he did not know what the correct title of the position should be whether it be Assistant to the County Mayor, Vice-Mayor, or County Manager. He stated that would be another detail to be worked out.

Comm. Jordan stated that filling the position should not be a popularity contest and should not be viewed as a stepping stone for the next County Mayor. He stated that he believed the position should require a certain amount of education and experience.

The Finance Director stated that one of the duties of the County Mayor was the purchasing agent for the county. She stated that she would like to see someone who had a background in purchasing.

Comm. Shafer stated that Supreme Court justices were appointed by the president and confirmed by the senate. He stated that he would like for it to be considered that the individual be appointed by the mayor and confirmed by the commission.

Comm. Peay stated that he wanted it to be understood, that this was not something that was being done specifically for Mr. Burgess, but it was something that needed to be done for Rutherford County and the mayor's office. Because of the workload, commissioners realize that this was not only a need for the current mayor, but prior mayors have also needed the assistance, as well as future mayors. He stated that he would like for the individual to be competent in law in order to conduct research of state legislation and to be knowledgeable of current laws. He stated that the mayor would need to be able to delegate to this person. Comm. Peay also agreed that the position should not be viewed by anyone as a stepping stone to a political career.

Following discussion, the motion to include \$78,600 in the 2012-13 County Mayor's budget to provide funding for a new position to assist the County Mayor resulting in a total budget of \$519,586 and to forward the recommendation to the Steering Committee to work with the Human Resource Director and the County Mayor to develop the details of the position passed unanimously by roll call vote.

Comm. Shafer asked if the position would be specifically reported to the County Commission or included with the entire budget.

Comm. Jordan stated that for transparency reasons, the new position should be reported.

The Finance Director advised that the County Commission would vote on the Appropriation Resolution and the Tax Levy Resolution, but would not specifically be asked to vote on individual positions.

Comm. Jordan stated that there were other new positions in the budget that were not being singled out.

Comm. Sandlin stated that those positions had been through the entire process.

The Finance Director advised that she could e-mail the commissioners notifying them that funding for the new position was included in the 2012-13 budget proposal.

Comm. Peay stated that he would like for something be done to inform the commission about the proposal for the new position even if it was announced at the commission meeting explaining that the funding for the position was included in the budget but was not binding.

Comm. Jordan stated that including the funding in the budget did not fill the position, and the matter was being sent to the Steering Committee.

The Finance Director advised that after the revisions, the total estimated revenue for the 2012-13 General Fund was \$72,231,188, and the total estimated appropriations were \$75,891,950.

Comm. Shafer moved, seconded by Comm. Baum to approve the 2012-13 General Fund with estimated revenue totaling \$72,231,188 and estimated appropriations totaling \$75,891,950.

The motion passed unanimously by acclamation.

Comm. Shafer stated that he was concerned about unfunded mandates. He stated that the county was mandated to provide education, but he stated that the State often changed things that put more requirements on the local governments. He stated that sometimes the Federal Government also passed along certain mandates to local governments. He stated that he would like to create a new fund next year for state and federal unfunded mandates.

Comm. Jordan stated that he liked the idea, but some of the unfunded mandates were in the school system, some were at the jail, and some were at the Highway Department. He stated that the money would have to be broken down to go to the individual funds.

ADJOURNMENT:

Chairman Ealy reminded the committee about the next Budget Committee meeting on Wednesday, June 27, 2012 at 5:30 P.M.

There being no further business to be presented at this time, Chairman Ealy declared the meeting adjourned at 6:00 P.M.

Elaine Short, Secretary